



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: RECEPTIONIST TYPIST - BILINGUAL (Provisional* Appointment)

SALARY: \$22,861 - \$29,402 annually

LOCATION: Monroe County Department of Human Services - Child Support Unit

JOB SUMMARY:

This is a clerical position involving responsibility for receiving office callers and performing a variety of routine clerical duties requiring a moderate degree of decision making. The work involves answering phones, directing visitors and processing related paperwork and is performed in accordance with well-defined objectives, policies and procedures. Typing is an integral part of the position. **Employees are required to translate and interpret conversations, written material and standard forms from English to Spanish and Spanish to English and converse with Spanish callers or visitors.** The employee reports directly to and works under general supervision from a higher level staff member. Supervision of others is not a responsibility of this class. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Two (2) years paid full-time or its part-time equivalent office clerical experience involving typing; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Secretarial Science; OR,
- (C) Any equivalent combination of education and experience as defined by the limits of (A) and (B) above.

NOTE:

College level training in other than clerical or secretarial science cannot be substituted for work experience.

ADDITIONAL INFORMATION:

This examination consists of passing three parts: 1) a rated written test; **and** 2) a Qualifying Database Clerk Performance Test **and** 3) a Qualifying Spanish Language Oral Proficiency Test. Candidates must pass all parts of this examination in order to receive a final passing grade for the entire examination.

SPECIAL REQUIREMENT(S):

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

Send Civil Service Application to:

MONROE COUNTY DEPARTMENT OF HUMAN SERVICES
111 WESTFALL ROAD - HUMAN RESOURCES RM.752B
ROCHESTER, NY 14620

Posting Date: March 30, 2015

Posting Deadline: April 9, 2015

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.